



I. 14.2.2 Visiting Students

Chapter 14 - Student Policies and Procedures	Original Effective Date: March 2021
Section: 14.2 Other Student Policies	Date Last Reviewed: December 2024
Responsible Entity: Vice President for Academic, Faculty, and Student Affairs	Date Last Revised: December 2024

II. Purpose

To define a Visiting Student and outline the requirements for these individuals and articulate the responsibilities of a Sponsoring Department or Individual Sponsor, prior to engaging in an educationally related activity at UT Health San Antonio (University).

III. Scope

This policy applies to all Visiting Students who seek an educational experience at UT Health San Antonio, or any University owned or controlled premise. The policy also applies to University faculty and program administrators in academic, clinical, or research departments/units that receive requests from students not enrolled in a UT Health San Antonio academic program.

Other categories of University visitors or volunteers should follow the established policy and procedures specific to a given situation. Refer to the Institutional Handbook of Operating Policies (IHOP) [Chapter 4.3 Recruitment, Selection, and Appointment](#) and IHOP Policy [4.3.8 Non-Employee Service](#) for more detail.

IV. Policy

UT Health San Antonio may allow a student to visit the University for specific periods of time for reasons including, but not limited to, promoting education, developing skills and knowledge, as well as conducting collaborative research. An individual is considered a Visiting Student if participating in activities with the University for more than three (3) cumulative days. Visiting Students must satisfy all requirements of the University as well as those involving affiliated on-campus and off-campus entities.

The Visiting Student Application Cycle runs from July 1 to June 30; the application fee and the visit time frame is set based on this cycle. If at any time the visitor is in need to extend the visit beyond the designated cycle the sponsor must communicate with the Office of the University Registrar the intent to extend the visits 2 weeks prior to the original expiration

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date. If the latter does not occur the visitor will process a new application with a new fee. The visit can only be up to 1 year.

Visiting Students are not employees of the University. They are to engage in activities that are directly related to the academic objectives at their home institution and are not to perform services for which the University typically compensates employees. Visiting Students are not entitled to wages or benefits. Visiting Student opportunities should not be offered with promise or expectation of wages or future employment.

Visiting Students who are Foreign Nationals, Permanent Residents, Asylees or Refugees are responsible for ensuring proposed activities they would undertake as a Visiting Student is appropriate and allowable under parameters of their non-immigrant visa status and should consult with the international office at their home institution or a qualified immigration attorney.

A Visiting Student's formal activities may not begin unless and until the student's visit is approved by the Sponsoring Department/Unit or Individual Sponsor, all required forms are completed, required documentation is received, compliance requirements have been met and the Visitor Application has been processed by the Office of the University Registrar. Students seeking a medical elective with the Long School of Medicine will follow a specific application process and procedures for the school (LSOM Visiting Medical Student Pro Tem Policy).

The following outlines general expectations and responsibilities of a Visiting Student and Sponsoring Department/Unit or Individual Sponsor:

A. Visiting Student

1. Must be mentored and sponsored by a UT Health San Antonio Department/Unit or Individual Sponsor.
2. Must complete the Electronic Visiting Student Application via FormStack.
 - a. Pay electronic application fee via CashNet.
3. Must complete and provide the following forms and required documentation (these documents are maintained by the sponsoring department once completed):
 - a. Criminal Background Check, per IHOP policy ([4.4.1 Criminal Background Checks](#)),
 - b. Immunization Records, as discussed in the [Student Catalog](#) and per IHOP policy ([8.5.8 Pre-Employment Immunization](#)),
 - c. Proof of Malpractice Insurance,
 - d. Proof of Health Insurance
4. If required by the Sponsoring Department/Unit or Individual Sponsor, the Visitor must complete the following required compliance training and any other necessary training specified by the Sponsoring Department/Unit or Individual Sponsor:
 - a. Confidentiality of Patient Health Information, per IHOP policy ([11.1.6 Confidentiality of Patient Health Information](#)); and

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- b. Title IX training, per IHOP policy ([4.2.2 Sexual Misconduct Policy](#)).
 5. Expected to demonstrate the appropriate competencies as they progress in their educationally related activities.
- B. Sponsoring Department/Unit/Individual Sponsor
1. Responsible for communication of policy requirements, compliance, and documentation to Visiting Students.
 2. Initiates Visiting Student application process by providing the Visitor with the application link as well as ensuring submission of all required forms, documents, and records.
 - a. Electronically via the Visiting Student Application in FormStack acknowledges that the Visitor has met all UT Health San Antonio Visiting Requirements by completing the Sponsoring Department Attestation Agreement for Visiting Students.
 - b. If sponsoring a Minor in any UT Health San Antonio laboratory:
 - i. must complete a Hazard Assessment Request for Minors in the Workplace Form, per IHOP policy ([8.11.1 Minors in the Research Workplace](#)). Federal, state, and institutional policies do not allow Minors to participate in, with or around certain chemicals, biological agents or radioactive material, equipment, or animals in manners that pose a hazard to their health or safety. No Minor under the age of 16 may participate or visit in any UT Health San Antonio laboratory.
 3. Must ensure that a Visiting Student complete all necessary training, including mandatory compliance training required of any student on campus (refer to the Student Catalog).
 4. Responsible for completing exit procedures and paperwork along with ensuring required security measures have been met upon completion of the visit. This includes, but is not limited to, returning ID badges, inactivating access to systems, and completing evaluations.

V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Application Cycle - the application cycle runs from July 1st to June 30th; a fee is assessed for each cycle

Application Extension - an extension of the original application cycle up to 1 year of the application cycle. If the applicant wants to be longer than 1 year a new application must be submitted with new fee. If the request for extension is not requested 2 weeks before the original end date, then a new application must be submitted

Asylee - a person who meets the definition of a Refugee and is already present in the United States or is seeking admission at a port of entry.

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Foreign National – an individual who is a citizen of any country other than the United States.

Individual Sponsor – a University faculty member or program administrator.

Minor – an individual under the age of 18.

Permanent Resident – an individual who has been granted authorization to live and work in the United States on a permanent basis (i.e. Green Card holder).

Refugee – a person outside his or her country of nationality who is unable or unwilling to return to their country of nationality because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group or political opinion requesting protection while still overseas and is then given permission to enter the United States.

Sponsoring Department/Unit – an official UT Health San Antonio department or unit.

Visiting Student – a non-UT Health San Antonio student enrolled at another institution of higher education or high school who seeks a short-term educational experience at UT Health San Antonio. Post-baccalaureate individuals and those with a professional degree are also eligible to be Visiting Students if they are enrolled at another institution of higher education.

A. Types of Visiting Students:

1. Student Observer – student who observes University operations for their own educational purposes, but are not permitted to provide clinical care, participate in, or perform research, data collection, or other hands-on activities.
2. Pre-Baccalaureate Student – high school or undergraduate student who participates in non-clinical hands-on training and experiences in preparation for a health sciences education but is not permitted to perform patient care. With institutional approval and training, they may participate in research activities, perform data collection, and participate in other non-clinical, educational and career exploratory, hands-on activities.
3. Professional Student – individual who holds an undergraduate or higher degree seeking additional non-clinical hands-on training in research or the health sciences.
4. Student Trainee – student enrolled in an undergraduate, graduate, or professional degree program at another institution (home) seeking training at UT Health San Antonio to fulfill an educational requirement of their home program. A Student Trainee may be part of a formal agreement between UT Health San Antonio and another college or university. A Student Trainee may also be sponsored as an unpaid trainee of an accredited education or training program offered by one of UT Health San Antonio's departments and not be enrolled at another institution of higher learning.

VI. Related References

Electronic Forms

[Visiting Student Application \(Adults\)](#)

[Visiting Student Application \(Minors in Research Workplace\)](#)

Form

[Hazard Assessment Request for Minors in the Workplace](#)

Institutional Handbook of Operating Policies (IHOP)

[2.21 Records Management](#)

[4.2.2 Sexual Misconduct Policy](#)

[4.3 Recruitment, Selection, and Appointment](#)

[4.3.8 Non-Employee Service](#)

[4.4.1 Criminal Background Checks](#)

[8.5.8 Pre-Employment Immunization](#)

[8.11.1 Minors in the Research Workplace](#)

[11.1.6 Confidentiality of Patient Health Information](#)

[14.2.3 Student Volunteers in Clinical Settings](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
03/2021	New Policy Approved	Executive Committee	03/2021
07/2021	Policy Revision	VP AFSA	07/08/21
01/2022	Policy Revision	VP AFSA/ICPO	01/13/22
12/2024	Policy Revision	Executive Committee	12/02/2024